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Sanilac County, Michigan

Audited Financial Report April 30, 2006

Michigan Department of Treasury 496 (02/06) Auditing Procedures Report

Issued	under	r P.A.	2 of 1968, as	amended ar	nd P.A. 71 of 1919	, as amended	l			
Loca	I Unit	of Gov	vernment Type	е	<u></u>	_	Local Unit Na			County
	Count	ty	□City	□Twp	□Village	⊠Other	Brown Cit	y Area Library		Sanilac County
	al Year				Opinion Date			Date Audit Report Subm		
April 30, 2006 June 1, 200				June 1, 20	JU6		November 22, 2			
We affirm that:										
We are certified public accountants licensed to pro										
We f Mana	urthe agem	r affi ent l	rm the follo Letter (repo	owing mate ort of com	erial, "no" res ments and red	ponses hav commenda	e been disclotions).	osed in the financial state	ements, inclu	ding the notes, or in the
	YES	9						r further detail.)		
1.	×				nent units/fun es to the finar				financial state	ments and/or disclosed in the
2.	×		There are (P.A. 275	no accur 5 of 1980)	nulated defici or the local u	ts in one or nit has not	more of this exceeded its	unit's unreserved fund b budget for expenditures	palances/unre 5.	stricted net assets
3.	X		The local	unit is in	compliance w	ith the Unif	orm Chart of	Accounts issued by the	Department of	of Treasury.
4.	×		The local	unit has a	adopted a bud	lget for all r	equired funds	S .		
5.	×		A public h	nearing on	the budget w	vas held in	accordance v	vith State statute.		
6.	×		The local	unit has r		e Municipa	l Finance Act	, an order issued under	the Emergen	cy Municipal Loan Act, or
7.	\boxtimes		_					revenues that were colle	ected for anot	her taxing unit.
8.	<u> </u>					•		ly with statutory requirer		
9.	×		The local	unit has r	no illegal or ur	nauthorized	l expenditure:	s that came to our attent sed (see Appendix H of	tion as define	d in the <i>Bulletin for</i>
10.	×		There are	e no indica not been	ations of defal	cation, fraummunicate	id or embezzi	ement, which came to o	ur attention d ision (LAFD).	uring the course of our audit If there is such activity that ha
11.	×		The local	unit is fre	e of repeated	comments	from previou	is years.		
12.	×		The audit	t opinion is	s UNQUALIFI	ED.				
13.	×						and other generally			
14.	×	П	·				voices prior to payment as required by charter or statute.			
15.	_	П					were reviewed were performed timely.			
incl des	uded cripti	in ton(s	his or any) of the aut	other auchority and	dit report, no d/or commissi	r do they o on.	obtain a stan	s operating within the bo d-alone audit, please e in all respects.	oundaries of tenclose the n	the audited entity and is not ame(s), address(es), and a
We	have	e en	closed the	followin	g :	Enclosed	d Not Requir	red (enter a brief justificatio	n)	
Fin	ancia	al Sta	tements			X				
The	e lette	er of	Comments	and Rec	ommendation	s X				
Oth	ner (D	escrib	 ie)							
Cert	ified P	ublic /	Accountant (F	irm Name)		1	I	Telephone Number		
Le	hn L	., Kir	ng, C.P.A.	•				989-635-3113		
	et Add 31 N		Street					city Marlette	State MI	Zip 48453
Auth	roric jo _s	CPA	Signature	<u> </u>		F	rinted Name	·	License N	
/ ₋	1		7			1	Lehn King		A2487	781

Brown City Area Library
Annual Financial Report
For The Fiscal Year Ended April 30, 2006

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Brown City, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS LETTER

Our discussion and analysis of the Brown City Area Library's financial performance provides an overview of the Library's financial activities for the fiscal year ended April 30, 2006. Please read it in conjunction with the Library's financial statements.

Financial Highlights

The Library is in good financial position. The Library received fifty percent of its revenues from county taxes and state aid, the other half came from penal fines. Approximately half of the budget was used to staff the Library, about twenty percent for book replacement and the rest for general administration.

Using this Report

This annual report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No.34. GASB Statement 34 implements a new model of financial reporting for state and local governments designed to enhance the usefulness of the Library's annual report.

The Library as a Whole

The Brown City Area Library's fund balances are as follows:

	April 30, 2006		April 30, 2005	
Library Fund	\$	210,896	\$	209,246
Total for Library	\$	210,896	\$	209,246

Brown City, Michigan

Governmental Activities

The Brown City Area Library's Revenues and Expenditures can be summarized as follows:

	Library Fund					
	April 30,					
		2006		2005		
Fund Balance - Beginning of Year	\$	209,245	\$	206,771		
Revenue Collected						
Intergovernmental Revenues		17,510		18,451		
Penal Fines		22,781		21,338		
Interest Earnings		6,447		4,179		
Other		455		696		
Transfers		-		-		
Total Revenue Collected		47,193		44,664		
Expenditures						
General Government		45,543		42,190		
Transfers		-		-		
Total Expenditures		45,543		42,190		
Fund Balance - End of Year	\$	210,895	\$	209,245		

Contacting the Library

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Library's finances and to demonstrate the Library's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Library at the City Hall in Brown City, Michigan or by telephone at (810) 346-2511.

Kay Cuther Brown City Public Library Chairman Phone 989-635-3113 Fax 989-635-5580

Brown City Area Library Board Members Brown City Area Library Sanilac County, Michigan

Independent Auditor's Report

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Brown City Area Library, Michigan as of and for the year ended April 30, 2006, which collectively comprise the Brown City Area Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Brown City Area Library, Michigan's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted the audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that the audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Brown City Area Library, Michigan as of April 30, 2006, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, and the budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, I did not audit the information and express no opinion on it.

The Audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Brown City Area Library, Michigan's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

As described in Note 1, the Brown City Area Library has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, and related statements, as of May 1, 2004.

Lehn L. King

Lehn King

Certified Public Accountant

June 2, 2006

Statement of Net Assets (Deficit)
April 30, 2006

	Primary Government Governmental Activities
<u>Assets</u>	
Cash & Cash Equivalents	\$ 211,763.66
Total Assets	211,763.66
<u>Liabilities</u>	
Total Liabilities	<u>\$</u> -
Net Assets (Deficit)	
Invested in Capital Assets - Net of Related Debt	-
Unrestricted	210,895.66
Total Net Assets (Deficit)	\$ 210,895.66

Brown City LibraryStatement of Activities
For the Year Ended April 30, 2006

			Program Revenues		Net (Expense) Revenue & Changes in Net Assets
			Operating	Capital	Primary Government
		Charges for	Grants &	Grants &	Governmental
	Expenses	Services	Contributions	Contributions	Activities
Functions/Programs					
Primary Government:					
Governmental Activities:					
General Government	\$ 45,543.52	\$ 22,781.40	· •		<u>\$ (22,762.12)</u>
Total Governmental Activities	\$ 45,543.52	\$ 22,781.40	, &	-	(22,762.12)
		u			
	General Revenues:				
	State Shared Revenues	nues			\$ 17,509.98
	Interest				6,446.99
	Other Revenues				455.00
	Transfers				
	Tol	Total General Revenues, Special Items & Transfers	, Special Items & Tra	ınsfers	24,411.97
	Change in Net Assets	its			1,649.85
	Net Assets (Deficit)	Net Assets (Deficit) - Beginning of Year			209,245.81
	Net Assets (Deficit) - End	- End of Year			\$ 210,895.66

Governmental Funds Balance Sheet April 30, 2006

	General <u>Fund</u>
Assets	
Cash & Certificates of Deposit	\$ 211,763.66
Total Assets	\$ 211,763.66
Liabilities & Fund Equity	
<u>Liabilities</u>	
Total Liabilities	<u>\$ -</u>
Fund Equity	
Fund Balances	
- Unreserved & Undesignated	210,895.66
Total Fund Balances	210,895.66
Total Liabilities & Fund Equity	\$ 210,895.66

Governmental Funds
Reconciliation of Fund Balances to the
Statement of Net Assets (Deficit)
For The Year Ended April 30, 2006

Total Fund Balances for Governmental Funds	\$ 210,895.66
Amounts reported for Governmental Activities in the Statement of Net Assets (Deficit) are different because:	
Capital Assets used in Governmental Activities are not Financial Resources and are not reported in the Funds	-
Long-Term Bonds Payable are not due and payable in the current period and are not reported in the Funds	-
Accrued Interest Payable is not reported in the Funds	
Net Assets of Governmental Activities	\$ 210,895.66

Governmental Funds
Statement of Revenues, Expenditures, And Changes
in Fund Balances
For The Year Ended April 30, 2006

	General Fund
Revenues	
Intergovernmental Revenues	\$ 17,509.98
Penal Fines	22,781.40
Interest Earnings	6,446.99
Other Revenues	455.00
Total Revenues	47,193.37
Expenditures	
General Government	45,543.52
Total Expenditures	45,543.52
Excess of Revenues Over (Under) Expenditures	1,649.85
Other Financing Sources (Uses) Operating Transfers In (Out)	
Net Change in Fund Balances	1,649.85
Fund Balances - Beginning of Year	209,245.81
Fund Balances - End of Year	\$ 210,895.66

Governmental Funds
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
For The Year Ended April 30, 2006

Net Change in Fund Balances - Total Governmental Funds	\$ 1,649.85
Amounts reported for Governmental Activities in the Statement of Activities are different because:	
Governmental Funds report Capital Outlays as Expenditures; in the Statement of Activities, these costs are capitalized and allocated over their estimated useful lives as Depreciation	-
Repayment of Bond Principal is an Expenditure in the Governmental Funds, but not in the Statement of Activities (where it reduces Long-Term Debt)	-
Interest Expense is reported in the Statement of Activities when a Liability is incurred; they are reported in the Governmental Funds only when payment is due	-
Depreciation is an Expenditure for the Statement of Activities, but is not reported in the Governmental Funds	
Net Assets of Governmental Activities	\$ 1,649.85

Notes to the Financial Statements For The Year Ended April 30, 2006

The accounting methods and procedures adopted by the Brown City Area Library, Sanilac County, Michigan, conform to generally accepted accounting principles as applied to governmental entities. The following notes to the financial statements are an integral part of the Library's Comprehensive Annual Financial Report.

1. Summary of Significant Accounting Policies

Financial Reporting Entity

The Brown City Area Library was formed to serve the City of Brown City and surrounding Townships. The Library operates under an elected Library Board for the purpose of providing Library services to the City and various surrounding Townships.

In accordance with the provisions of the Governmental Accounting Standards Board (GASB) in its Statement No. 14, the Brown City Area Library is not considered to be part of any other governmental entity for financial reporting purposes. The criteria established by GASB for determining the various governmental organizations to be included in the reporting entity's financial statements include oversight responsibility, scope of public services, fiscal independence, financial accountability, imposition of will and financial benefit or burden. On this basis, the financial statements of other governmental organizations are not included in the financial statements of the Brown City Area Library.

Government-wide and Fund Statements Fund

The Government-wide Financial Statements (i.e., the Statement of Net Assets (Deficit) and the Statement of Activities) report information on all the nonfiduciary activities of the Library (the primary government). The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function (governmental activities) or identifiable activity (business-type activities) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other revenue items properly excluded from program revenues are reported as general revenue.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the Government-wide Financial Statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the Library. It is used to account for all financial resources.

Measurement Foeus and Basis of Accounting

The Government-wide Financial Statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Notes to the Financial Statements For The Year Ended April 30, 2006

Governmental Fund Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period, generally collected within 60 days of the end of the current fiscal period. Revenues susceptible to accrual include property taxes, intergovernmental revenues, special assessments, licenses, charges for services, and interest. All other revenue items are considered to be available only when cash is received by the Library. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, and claims and judgments are recorded only when payment is due.

Cash - The Library does not pool cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the cash accounts is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing securities and disclosed as part of the Library's investments.

Investments - Debt securities are valued at cost since it is generally the policy of the Library to hold such investments until they mature.

Fund Equity - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Accounting Changes

GASB Statement No. 34 – Effective May 1, 2004, the Library implemented the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments (GASB No. 34). Changes to the Library's financial statements as a result of GASB No. 34 are as follows:

- A management's discussion and analysis (MD&A) section providing analysis of the Library's overall financial position and results of operations has been included.
- Government-wide Financial Statements (statement of net assets (deficit) and statement of activities) prepared using full accrual accounting for all of the Library's activities have been provided.
- Capital assets in the governmental activities column of the statement of net assets (deficit) includes assets not previously accounted for by the Library as well as assets previously reported in the General Fixed Assets Account Group. In addition, the governmental activities column includes bonds and other long-term obligations previously reported in the General Long-term Debt Account Group.
- The fund financial statements focus on major funds rather than fund types.

Notes to the Financial Statements For The Year Ended April 30, 2006

2. Stewardship, Compliance, and Accountability

Budgetary Information

The Library is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act:

- 1. Budgets must be adopted for the General Fund and Special Revenue Funds, Debt Service Funds, Capital Project Funds.
- 2. The budgets must be balanced. The balanced budget may include a contribution to or appropriation from fund balance.
- 3. The budgets must be amended when necessary.
- 4. Debt cannot be entered into unless permitted by law.
- 5. Expenditures cannot exceed budget appropriations.
- 6. Expenditures cannot be made unless authorized in the budget.
- 7. Public hearings must be held before budget adoptions.

In the body of the financial statements, the Library actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The budget is used by the Library Board as a management tool during the year for all budgetary funds. The budgets are adopted on a cash basis, which is not consistent with generally accepted accounting principles. Budgetary control is exercised at the departmental level. Budgets for the General Fund and the major Special Revenue Funds, Debt Service Funds, and Capital Project Funds are presented in the required supplemental information.

During the year ended April 30, 2006 the Library incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

	App	Total ropriations	mount of penditures	Budget ariance
Library				
Salaries	\$	22,000	\$ 24,846	\$ 2,846
Insurance		750	798	48
Materials - Books & Magazines		6,800	7,745	945
Supplies / Workshop		1,200	2,916	1,716
Occupancy Charges		3,800	4,801	1,001
Professional Services		650	700	50

Notes to the Financial Statements For The Year Ended April 30, 2006

3. Cash and Cash Equivalents

In accordance with Michigan Compiled Laws, the Library is authorized to invest as follows:

- a) In bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the Government National Mortgage Association.
- b) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation (FDIC) or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union is eligible to be a depository of surplus funds belonging to the State under Sections 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
- c) In commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase. Not more than 50% of any fund may be invested in commercial paper at any time.
- d) In the United States government or federal agency obligations repurchase agreements.
- e) In bankers acceptances of United States Banks.
- f) In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

Deposits - Michigan Public Acts authorize the units of local government in Michigan to deposit in the accounts of federally insured banks, insured credit union, and savings and loan association. Deposits of the Library are at federally insured banks located in the State of Michigan with all accounts maintained in the name of the Library.

Federal Deposit Insurance Corporation (FDIC) regulations provide that deposits of governmental units are to be separately insured for the amount of \$100,000 for deposits in an insured bank for savings deposits and \$100,000 for demand deposits. Furthermore, if specific deposits are regulated by statute or bond indenture, these specific deposits are to be separately insured for the amount of \$100,000. Michigan Compiled Laws do not allow collateralization of governmental deposits.

As of April 30, 2006, the Library's cash and cash equivalents consist of checking, savings, and certificates of deposit accounts in insured FDIC institutions with a carrying balance of \$211,764, of which, \$100,000 is insured FDIC.

Required Supplemental Information

Required Supplemental Information Budgetary Comparison Schedule Library Fund For The Year Ended April 30, 2006

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenues				
Intergovernmental Revenues	\$ 16,500.00	\$ 16,500.00	\$ 17,509.98	\$ 1,009.98
Penal Fines	22,000.00	22,000.00	22,781.40	781.40
Interest Income	4,000.00	4,000.00	6,446.99	2,446.99
Other	1,500.00	1,500.00	455.00	(1,045.00)
Total Revenues	44,000.00	44,000.00	47,193.37	3,193.37
Expenditures				
Salaries, Wages & Payroll Taxes	22,000.00	22,000.00	24,846.37	(2,846.37)
Insurance	750.00	750.00	798.00	(48.00)
Library Association Dues	1,800.00	1,800.00	1,780.79	19.21
Materials - Books & Magazines	6,800.00	6,800.00	7,745.14	(945.I4)
Supplies / Workshop	1,200.00	1,200.00	2,916.49	(I,716.49)
Telephone / Utilities	2,000.00	2,000.00	1,525.40	474.60
Building Maintenance / Cleaning	2,700.00	2,700.00	130.00	2,570.00
Occupancy Charges	3,800.00	3,800.00	4,801.33	(1,001.33)
Professional Services	650.00	650.00	700.00	(50.00)
Miscellaneous	2,300.00	2,300.00	300.00	2,000.00
Total Expenditures	44,000.00	44,000.00	45,543.52	(1,543.52)
Excess of Revenues Over (Under) Expenditures	-	-	1,649.85	1,649.85
Other Financing Sources Operating Transfers In (Out)		<u> </u>		-
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	-	-	1,649.85	1,649.85
Fund Balance - Beginning of Year			209,245.81	209,245.81
Fund Balance - End of Year	<u> </u>	<u>s</u> -	\$ 210,895.66	\$ 210,895.66

Phone 989-635-3113 Fax 989-635-5580

June 2, 2006

Members of the Library Board Brown City, Michigan

Library Board:

In accordance with your request, I have made an examination of the financial statements of the Brown City Area Library for the fiscal year ended April 30, 2006. During the course of my examination, no material items came to my attention.

From an overall viewpoint, the Brown City Library is in very good financial condition. The financial records maintained by the Library are in good order.

I have mailed three (3) copies of the audit report to the State of Michigan.

I thank the Library officials for the cooperation I received in the completion of this examination.

Sincerely,

Lehn King Lehn L. King

Certified Public Accountant